

JOB VACANCY

Deputy Town Clerk – North Tawton Town Council

Part time 12 hours per week. LC2 scp 18 - 23 (£14.21 – £15.67 per hour) starting point dependent upon experience and qualifications

We are recruiting a Deputy Town Clerk. The role of Town Clerk is a recognised profession, and the Town Clerk is responsible for the day to day running of the Council. The North Tawton Deputy Town Clerk job description and role broadly mirrors that of the Town Clerk, who has overall responsibility.

This is a great opportunity for someone who wants an interesting and challenging role and is willing to become fully involved in the work of the council. A 'can do' approach and an ability to deal efficiently with a constantly changing workload and priorities are crucial qualities for this post.

You must be willing to undertake all the required training. The Council holds regular evening meetings, which you will be required to attend.

The hours of work are 12 per week, this will normally be 2 days of 6 hours each, there will be some flexibility with a requirement to attend evening meetings within your core hours. The job is office based. The Deputy Town Clerk will work alone in the town centre office, which is normally open to the public for part of the day. Relevant health and safety procedures are in place.

Closing date for applications 29th August 2024

The application form, job description and person specification are available on the Town Council website or by contacting the Town Clerk.

If you wish to speak to the Town Clerk about this vacancy, please telephone us on 01837 880121 or email us at townclerk@northtawtontowncouncil.gov.uk